

LaRC's Registration Fee Process:

In the past, the Travel Office has been included in Registration Process due to per diem being included in registration fee (meals and/or lodging) and to insure that traveler is authorized travel and funding. This will no longer apply.

If ODWRB approves payment of the Registration Fee, the payment will be made either by their Purchase Card, Convenience Check, Purchase Requisition processed through Procurement, or SF-182.

Preparation of Travel Orders.

The Travel Authorization Preparer **WILL NOT** select registration fee in the Expense Category. No cost will be entered since traveler will not be reimbursed by ODWRB.

The Preparer **WILL** select under Per Diem any meals or lodging that is included in the Registration Fee to correctly reflect where the government has already paid for food or housing as part of the registration "package." This is even more important now to assist travelers in not being overpaid and assisting them in completing an accurate voucher.

Preparer **WILL** select Purpose "Training" and enter under Description: "**There is a Registration Fee for this travel**" if the registration has not yet been processed by ODWRB and it is not known how the payment will be handled. If traveler has received Registration Cover Sheet, will enter the appropriate info: "**Registration Fee to be paid by Credit Card**", or "**Registration Fee to be paid by Purchase Requisition # _____**" or "**Registration Fee to be reimbursed by an SF-182.**"

With these changes ODWRB **WILL NOT** get the authorization during routing, since it goes there under Conditional Routing if an amount is entered in the Registration Fee Expense.

ODWRB's Confirmation of Registration notice to the Traveler includes the warning regarding the Traveler's responsibility to identify/verify any meals and/or lodging that is provided with the Registration Fee on the travel voucher. It will include this language:

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

Exceptions.

In those **rare** cases where payment cannot be made by purchase card or purchase order and the registrant needs to obtain a cash advance on his/her travel card or needs to register on-site with the card, the registration will be forwarded to ODWRB. ODWRB

will notify Finance by e-mail and provide Finance a copy of the registration form. The Travel Office will use this as authority to increase the advance capabilities on Traveler's Credit Card or to set up an approval with the Credit Card Company to do a forced authorization to be called in at the site of the training.

Auditing of Vouchers.

The Travel Office will conduct monthly audits of vouchers which have been identified with a registration fee (in trip type of Training (remarks section), the Travel Office will coordinate with the Training Office for any back-up info to verify that any entitlements to per diem have been identified correctly on voucher. This will remain as a part of the Audit for a Voucher.